



DEPARTMENT OF EDUCATION

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MEMORANDUM

TO: Food Service Managers & Directors
CC: Business Managers
FROM: Laurie M. Colgan, Director, Child Nutrition Programs
SUBJECT: 6 Cent Certification
DATE: September 19, 2012

For this school year, all schools must implement the new meal pattern for school lunches as required through the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The Act also requires USDA to provide an additional 6 cents reimbursement per lunch to school food authorities (SFAs) whose meals are certified by the State agency (Child Nutrition Programs in Vermont) to be in compliance with the new meal pattern requirements. The additional 6 cents per lunch is intended to assist SFAs in meeting the new meal patterns and becomes available October 1, 2012 to SFAs certified by the State agency to be in compliance. While there is no deadline for submitting certification documentation, all SFAs are required to meet the new meal patterns put into effect July 1, 2012.

This year, some of the SFAs are organized by Supervisory Union. You have or will note changes in the application and claiming process. For certification, each school within the SU must submit certification documentation for each specific menu by grade group, for each menu or line offering, and include the appropriate documentation for both breakfast and lunch. Schools within the SU are not required to use the same menu for that week, or the same week for the certification; however, the schools within the SU will not receive the additional 6 cents per lunch reimbursement until all schools within the SU have been certified. Once the menus are certified, the reimbursement will begin on the first of the claim month that the last certification packet was received.

We strongly recommend that each SU or SFA appoint an individual either from a school within the SFA, SU or the central office to act as the Coordinator for the certification process. Having a point person in each SU will help to coordinate the collection of materials from each school, act as a liaison with the State Agency. This helps make sure that each school's certification packet is complete when the SFA's packet of documentation is submitted for State Agency review and approval.

Certification Options

Although certification is conducted by SU/SFA, different schools/sites may choose different options. A site has two options for certification:

Option 1: Submit one week of completed menu template(s), menu worksheet(s) and nutrient analysis(s) conducted with approved software (USDA worksheet and additional software used)

Option 2: Submit one week of completed menu template(s), menu worksheet and simplified nutrient assessment (USDA worksheet only)

Certification Packages can be submitted earlier than October 1, 2012 but menus submitted for certification must be for weeks where menus will be served the week of October 1 or later. Different sites/schools within an SU/SFA may choose different weeks to be certified for, but an SU or SFA's additional .06 reimbursement begins the month of the latest submitted week (see attached Q&A memo for more detail).

We encourage you to become certified during school year 2012-2013. SFAs that do not submit for certification this year will be reviewed during school year 2013-2014 for compliance with the new meal patterns. The additional .06 reimbursement is not made available until each meal site in an SU or SFA is certified.

To facilitate the certification process, we are providing the instructions in the '**Meal Certification Handbook**' and attached materials. We recommend that you designate a Certification Coordinator for your SU or SFA to help schools manage the process efficiently and effectively. If you have any questions, please feel free to contact our office, (802) 828-5153.

